

Planning Officers' Meeting
10 a.m., Monday, 14 September 1987

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AGENDA

- I. Introductions
- II. Guidance regarding Objectives, milestone charts, etc.:
 - Definitions of Initiatives, Objectives, Projects, and Studies
 - Explanation of Directorate- versus Office-level objectives
 - Explanation of "O" and "X" usage on milestone charts
 - Breaking down milestones to show completion of segments of objectives
 - Changing titles of objectives
 - Using numbers assigned to objectives by IMSS
 - Showing staff officer rather than contract employee as responsible officer (contract employee is secondary and may be shown in parenthesis)
 - Use of note at bottom of milestone chart
- III. Feedback from biweeklies
- IV. Budget guidance for FY 1989/90
- V. Suggested topics for OL Quarterlies
- VI. Guidance regarding reports of significant activities:
 - Need to clearly identify which component's statistics are being reported
 - Need to compare statistics with similar statistics reported in the same quarter of the previous year, whether for line items, requisitions, dollar values, or tonnage, etc.
 - Keep copy of reports submitted to IMSS for ready reference and for the information of successor

CLASSIFICATION

Group A (Critical)
Group B (Essential)
Group C (Important)

O — Scheduled
X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx		0X*										
2. xxxxxxxxxxxxxxxxxxxxxxxxxxxx			0-----0**									
3. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx							0					
4. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx									0			
5. xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx											0	
31 Dec 86: (Short note re activity on the MBC, including problems and missed milestones, if any.)												
<u>*Milestone completed in November as scheduled.</u> **Milestone slipped from December to February.												

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1989-1990 PROGRAM AND BUDGET SCHEDULE

Guidance and Instructions

Nov 86 Guidance and instructions to directorates
for preliminary review of new initiatives

Dec 86 Executive Director issues guidance to directorates

Jan 87 DCI guidance to NFIP program managers

16 Jan 87 Guidance and instructions to directorates
for base and ongoing initiative reviews

Preview of New Initiatives

20 Jan 87 Directorates submit one-page descriptions of
proposed new initiatives to Comptroller

20 Jan-6 Feb 87 Comptroller review of proposed new initiatives

10 Feb 87 Analysis of proposed initiatives to directorates

19 Feb 87 Deputy Directors meet with Comptroller to review
proposals

Base Review

6 Feb 87 Directorate base submissions to Comptroller

9-20 Feb 87 Comptroller review of base

20 Feb 87 Results of base review to directorates

Ongoing Initiative Review

20 Feb 87 Ongoing initiative submissions to Comptroller

23 Feb-6 Mar 87 Comptroller review of ongoing

9 Mar 87 Analysis of ongoing initiatives to Executive Committee
members

12 Mar 87 Executive Committee meeting on ongoing initiatives

13 Mar 87 Results of Executive Committee review to directorates

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1989-1990 PROGRAM AND BUDGET SCHEDULE

IC Staff Review

15 Mar 87 Proposed target proration rules due to Comptroller
 mid-Mar 87 IC Staff review of ongoing initiatives
 Apr 87 IC Staff identification of portion of Agency base
 to be reviewed
 IC Staff Review of one-fourth of Agency base

Program Plans

3 Apr 87 Directorate Program Plan submissions to Comptroller
 FRS closed, BRS files to Comptroller
 New initiatives from all directorates provided to DA
 by Comptroller
 13 Apr 87 DA Standard Support Requirements initiatives to
 Comptroller
 27 Apr-1 May 87 Directorate program meetings (if necessary)
 3 Jun 87 Executive Committee Book distributed
 12 Jun 87 Budget Forecast to IC Staff
 25X1 18-19 Jun 87 Executive Committee meeting on 1989-90 program
 22 Jun 87 Executive Director decisions

Budget Estimates

23 Jun 87 Financial guidance to directorates for Budget Estimates;
 FRS open for directorate use
 23 Jun-20 Jul 87 Directorates prepare Budget Estimates
 8 Jul 87 Directorate capability statements to Comptroller
 20 Jul 87 Directorate Budget Estimates to Comptroller; FRS closed
 14 Aug 87 Executive Committee review of 1989-90 program
 Sep 87 CIA Budget Estimates to IC Staff and GMB

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1989-1990 PROGRAM AND BUDGET SCHEDULE

External Review

Sep/Oct 87	IC Staff/OMB hearings on 1989-90 program
Early Sep 87	Directorates propose topics for blue plates for the Congressional Budget Justification Book
Oct 87	DCI decisions on NFIP budget to OMB
2 Oct 87	Directorates submit blue plates
26 Oct 87	Financial guidance to directorates for Congressional Budget submissions
15 Nov 87	Directorate Congressional Budget submissions to Comptroller
Dec 87	Final OMB action, "1989-90 Presidential Mark"
4 Jan 88	1989-90 NFIP Congressional Budget to Congress

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Intelligence Highlights ("Blue Plates")--October 1987. Directorates will provide a list of their proposed intelligence highlights--informally called blue plates--in early September 1987. The directorates will be advised of the highlights selected for use in the Congressional Budget by early September 1987. Complete one-page writeups of the selected topics are due to the Comptroller on 2 October 1987. These one-page vignettes on selected intelligence subjects enable us to address important issues and achievements that may not be unique to a single consolidated expenditure center and that demonstrate the important contribution a first-rate intelligence organization makes to policy decisions. Blue plates can provide a vehicle for telling a more detailed story about one particular accomplishment than is possible in the relatively short accomplishments section of the CEC narrative. The most effective presentations are those that show how several parts of the Agency interact to address an intelligence issue or support the policymaker. Such examples reinforce our overall budget presentation by underscoring the interlocking nature of the resource requests of the various components.

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